

PARENTS / CARERS INFORMATION BOOKLET 2013



School Terms and Holidays

School Term Dates for 2013/14 Academic Year

School terms and holidays for 2013/2014 **are still under consultation at the time of publication**. Although it is not envisaged that these will change the Authority **reserves the right to make amendments where circumstance dictates**.

TERM	TERM BEGINS	HALF TERM BEGINS	HALF TERM ENDS	TERM ENDS	NO. OF DAYS
AUTUMN	Monday 02-09-2013	Monday 28-10-2013	Friday 01-11-2013	Friday 20-12-2013	75
SPRING	Monday 06-01-2014	Monday 24-02-2014	Friday 28-02-2014	Friday 11-04-2014	65
SUMMER	Monday 28-04-2014	Monday 26-05-2014	Friday 30-05-2014	Monday 21-07-2014	55
				Total	195

* Includes 5 days for teachers in-service training.

May Day - Monday 5 May 2014.

Any closure(s) for election purposes to be balanced during the academic year.

Catchment Areas

Within the County Borough, each school has an area that it traditionally serves often called the 'catchment area'. These details are on 'My Torfaen' which can be accessed by entering your postcode at www.torfaen.gov.uk. In the meantime please contact Kath Worwood on 01495 766915.

Key admission dates 2013

Nursery (January, April & September)

- Closing date for applications Friday 5 October 2012
- Offer of places - schools to inform parents by the end of November 2012

Primary

- Deadline for applications Thursday 31 January 2013
- Offer of places - Friday 29 March 2013
- Primary appeals will be held during May/June 2013

Secondary

- Deadline for applications Monday 3 December 2012
- Offer of places - Thursday 31 January 2013
- Secondary appeals will be held during May/June 2013

Faith schools

- Deadline for applications:-
- Primary Thursday 31 January 2013
- Secondary Monday 3 December 2012

Offer dates

- Primary - Friday 29 March 2013
- Secondary - Thursday 31 January 2013

If you require additional information please email: kath.worwood@torfaen.gov.uk

Dear Parent/Carer,

Welcome to the eighteenth edition of our Information Booklet which I hope you will find useful. Those of you who are making your first ever choice of an educational establishment in Torfaen for your child/children should find this booklet contains sufficient information for you to make an informed choice of provision at nursery, primary or secondary level. Should you require any additional information to help you with your decision please contact our Admissions Team using one of the contact methods in the Introduction to this booklet. The Education team is now operating from Pearl House in Pontypool. Our booklet contains a great deal of valuable essential information about the Education Services provided here in Torfaen. Please contact the appropriate team should you wish to discuss any concerns you may have concerning educational provision; for school based issues your first point of contact should be the Headteacher.

In Torfaen we are determined to make all our schools fit for 21st Century Teaching and Learning and to proceed as quickly as possible to carry out our plans for new build. Details of our capital proposals for 21st Century Schools in Torfaen, as submitted to the Welsh Government, can be viewed on the Torfaen County Borough Council website.

This year we amalgamated three Blaenavon Schools: Hillside Nursery, Hillside Primary and St Peter's Church in Wales Primary; these schools have been replaced by the newly built Blaenavon Heritage VC Primary School

Our booklet contains further information on provision for additional learning needs in our schools.

The Welsh government has also recognised the importance of Early Years Provision and our booklet provides information on registered private/voluntary settings and Torfaen's Nursery Schools and Nursery units. Further information on the types of childcare available in Torfaen can be supplied by Torfaen Family Information Service, contact details are in this booklet.

Our plans for future new educational buildings also encompass the Welsh Medium Sector. At the moment we have three Welsh Medium Primary schools, serving North, Mid and South Torfaen. Those of you considering Welsh Medium Education at Primary level need to be aware that Ysgol Bryn Onnen serves all the north of Torfaen, not solely the Varteg area; Ysgol Panteg serves mid Torfaen, not solely the Griffithstown/Panteg area and Ysgol Gymraeg Cwmbran serves the south of our valley, not solely Cwmbran.

Ysgol Gyfun Gwynllyw in Trevethin provides Welsh Medium Secondary Education for the whole of Torfaen and also for pupils from neighbouring authorities. This school is also benefitting from additional multi million pound building works.

This booklet includes detailed information on provision and admissions criteria for those of you wishing to place your child/children in a faith school

Please look carefully at the section of this booklet concerning our Transport Policy as if you are considering placing your child in a school outside your catchment area you need to be aware of any possible transport/financial implications.

In addition to providing the best possible buildings for our pupils and students we are determined to work in partnerships with schools, parents and carers to ensure all pupils achieve their full potential. We are working with the newly established Educational Achievement Service for South East Wales to raise achievement. In Torfaen we have a full Training Programme for School Governors, whilst our Chief Education Officer, Mark Provis, with his team, works with Head Teachers and Staff to provide the best quality teaching and school management.

Two new initiatives introduced this year to help raise achievement need to be brought to your attention: the first is that holidays taken in term time can no longer be classed as Authorised Absences but will be classed as Unauthorised Absences (in exceptional circumstances eg to attend a family wedding some distance away the Head Teacher will be able to consider approving the absence.) This year we cancelled Study Leave for Key Stage 4 students, who, instead, attended school during the key Stage 4 Examination period to receive extra tuition/support. We are hopeful that this will have a very positive effect on attainment. We are proceeding with our use of technology to improve attainment through the use of laptops, and other digital resources such as recording studies.

My two daughters and I were educated in Torfaen Primary and Secondary Schools and I hope future generations of children, yours included, will find their education in Torfaen has been a pleasant and productive experience. My thanks and best wishes to you for considering Torfaen for the education of your children. There are 5 main groups responsible for ensuring our young people achieve their full potential: Welsh Government; the Local Authority; Schools; Parents/Carers and our young people themselves. Together we can raise aspirations and attainment for all our learners in Torfaen.

Their present education rests in our hands, our future will lie in their hands. Very best wishes to you all.

I will end by wishing a long and very enjoyable retirement to all our partners in education provision who will be retiring shortly, with many thanks for your contribution to the education of our young people.

Cllr Mary Barnett

Executive Member for Children and Young People

Email: mary.barnett@torfaen.gov.uk

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Introduction

Starting school is a very important event in your child's life. We hope this booklet provides you with all the information you need to make this happen as smoothly as possible. As your child progresses through school this booklet will continue to support you by providing you with lots of information along the way.

Contact details of all schools in Torfaen can be found on page 54 and you will also find a map on page 53 showing where the schools are located. You will also find a wide range of information on our website www.torfaen.gov.uk. Should you have concerns that you wish to discuss we will always be pleased to meet you at Pearl House in person. Our Admissions Team will be happy to discuss any concerns you may have.

Contact Details:

The Admissions Team
Pearl House
Pontypool
NP4 6YB
Senior Admissions Officer - Kath Worwood
Tel:- 01495 766915
Fax:- 01495 766904
Email:- kath.worwood@torfaen.gov.uk
Website:- www.torfaen.gov.uk

Child Protection

We all want children to be safe and safeguarded and every school in Torfaen is required to follow a set procedure in child protection issues. Headteachers are required to refer any concerns to the Social Care and Housing Service for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Care and Housing Service, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk.

If you have any questions about this process, please contact Social Care and Housing Service, Tel:- 01495 762200 or Tracy Tucker on 01495 766998.

Looked After Children

A child is looked after when she/he is in Local Authority care by virtue of a court order or is being provided with the accommodation by the Local Authority. (Usually at the request of parents but, occasionally, at the request of the child/young person).

'In Care' means that a court has made the child/young person the subject of a full Interim Court Order, this status provides the Local Authority with parental responsibility and (some) authority to limit the parents exercise of their continuing parental responsibility.

'Section 20 accommodation' is a voluntary agreement by which the Local Authority does not gain parental responsibility and no notice is required for the removal of the child/young person.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Care and Housing Service, it is not accusing the parents of abuse but requesting that further investigation takes place to establish whether a child is at risk. If you have any questions about this process, please contact Social Care and Housing Service, Tel:- 01495 762200 or Donna Lewis on 01495 766974.

Child In Need

A child in need is a young person who is receiving a service from Social Care and Housing. This may involve Social Care and Housing providing children and their carers with advice, guidance or information about statutory or non-statutory services, to enable the child's full potential to be maximised.

Many children/young people move in and out of care or accommodation (see looked after children), some may be on the child protection register and some may be on the disability register. All these children/young people will need an assessment of their needs by one or more support agencies (Education, Health, Social Care and Housing, Voluntary Services). All these children/young people would be known as Children in Need.

For further information on the above, please contact through individual school key workers and education welfare officers as listed on pages 44 and 45.

Early years and pre-school

Through either the medium of Welsh or English our Sure Start Flying Start, Childcare and free school breakfast initiatives are just some examples of how we are helping your child get off to a good start in their learning.

Choosing the correct childcare for your child is one of the most important decisions you can make as a parent. Our Family Information Service website gives you contact details to help you find good childcare within your area:-

Torfaen Family Information Service
Cwmbran Integrated Children's Centre
Ton Road
Cwmbran
NP44 7LF

Helpline:- 0800 0196330
Email:- fis@torfaen.gov.uk

What will your child learn at school?

Once your child is at school you will probably want to know what they will be learning. The school curriculum is flexible, catering to the needs of the child and the school. Each school will teach slightly different things in different ways. Schools must cover a core curriculum, and we have a number of initiatives to enrich and improve school life.

Compulsory education

Your child's formal education begins at the age of three. From this point until leaving school they will follow the revised curriculum for Wales: a planned route of learning designed for all children.

Between three and seven the Foundation Phase will be the core of your child's learning. This focuses on the ability of your child and not their age. It involves learning through play in safe but stimulating environments.

The Foundation Phase is based on the principle that early years' provision should offer a sound foundation for future learning through a developmentally appropriate curriculum; it brings more consistency and continuity to children's education at such an all-important period in their development.

The Foundation Phase places great emphasis on children learning by doing. Young children will be given more opportunities to gain first hand experiences through play and active involvement rather than by completing exercises in books. They will be given time to develop their speaking and listening skills and to become confident in their reading and writing abilities.

Mathematics will be more practical so that children can see how problems are solved and how important mathematics is in their everyday lives. There will be more emphasis on children understanding how things work and on finding different ways to solve problems.

A series of guidance documents have been developed to support the implementation of the Foundation Phase, available from the Welsh Government website www.wales.gov.uk

Until the end of primary school, between 7 and 11, what your child learns is determined by Key Stage 2 of the curriculum.

From 11 years old until 14, while in secondary education, Key Stage 3 will be taught to your child. This involves mandatory subjects including English, Welsh and mathematics.

At the age of 14 your child will need to decide what they want to study. There are a variety of options including GCSEs, the Welsh Baccalaureate and vocational courses. These are taught alongside core subjects.

Post-compulsory education

Your child will finish with their compulsory education at 16 years of age.

Learning does not need to end at this point and there are many different options available. These may be class-based or work-orientated and cover a wide variety of subjects.

These courses are run by different types of organisations such as schools, colleges of further education, and work based learning training providers. With such a lot of choice it is important to make sure your child goes to the most appropriate education provider.

After taking part in further education, your child may be interested in higher education. This does not just mean a degree, but might instead be a diploma or certificate of higher education. As with other post 16 learning, the choices and opportunities are diverse and give them the chance to study something that really interests them.

Applying for a school place

When should my child start nursery, reception and secondary school?

Nursery

Your child can start nursery at the start of the school year in which he/she will be 4 years old. Sometimes it is possible to start the term following their 3rd birthday if there is a place available.

How do I apply?

When you receive an application form you must complete and return this to your chosen nursery, along with proof of your child's date of birth and address, by the closing date. (Medical cards, birth certificates and council tax bills are accepted – originals only).

Reception

Your child will start Reception Class at the start of the school year, ie September, in which he/she will be 5 years old even though the law does not require a child to start school until the start of the term following their fifth birthday.

How do I apply?

You should receive an application form by the end of December 2012. You must complete and return this to your chosen school along with proof of your child's date of birth and address by the closing date. (Medical cards, birth certificates and council tax bills are accepted – originals only).

Transfer to junior departments within primary schools

Your child will start a junior department within a primary school at the start of the school year in which he/she is 8 years old. If your child is in a primary school he/she will automatically progress to the junior department without the need for you to make an application. If, however, your child attends Kemys Fawr Infants you will need to make an application for a junior department within a Primary School.

How do I apply?

All children attending Kemys Fawr Infants School in Year 2 will be given a form by the school in December 2012. You must complete and return this to Kemys Fawr Infants School by the closing date. For anyone else wishing to transfer to a junior department, please contact the Admissions Team.

Secondary

Your child will start secondary school at the start of the school year in which he/she will be 12 years of age. If you wish for your child to attend a school in the Newport area, you will need to contact them direct on 01633 656656 in order to obtain a form.

How do I apply?

Your child will receive a form from his/her primary school in October 2012. You must complete and return this form to your child's current primary school along with proof of your child's date of birth and address by the closing date (medical cards, birth certificates and council tax bills are accepted – originals only).

Voluntary aided school

How do I apply?

Governing Bodies of Voluntary Aided schools within Torfaen have responsibility for their own admission arrangements and application forms must be requested directly from the school and returned to the school of your choice. Please see pages 29-40 for information on the admission criteria.

Special schools and resource bases

How do I apply?

Wherever possible we seek to place children in mainstream settings. However, some children require provision beyond the resources of a mainstream school. Admission to special schools and resource bases which are attached to primary and secondary schools and which cater for children with Additional Learning Needs (ALN) is dealt with by special arrangement through the Local Authority. Particular advice is needed to help parents and pupils with admission appropriate to defined ALN. For any further information, please contact Tracy Tucker, telephone 01495 766998.

Sixth form admission

How do I apply?

Torfaen is the admission Authority for all maintained schools within its area, including sixth forms. However, individual schools administer all processes and procedures relating to sixth form Admissions. The schools in Torfaen that offer sixth form education are Croesyceiliog, Fairwater, Llantarnam, Ysgol Gyfun Gwynllyw and St Albans RC High School as a Voluntary Aided School. Therefore if you wish your child to attend a sixth form, please contact the schools direct.

Online Admission Application Process

The Authority will be rolling out an online admission application process over the next few years. For September 2013 a pilot scheme will be used for one of our schools. The school is [Abersychan Secondary School](#) where in addition to a paper based process parents/carers will have the opportunity to apply online. Parents/carers will be informed of this process at the time of application.

If you do not receive any of the above forms, you can either download them from our website www.torfaen.gov.uk or contact Kath Worwood on 01495 766915. PLEASE NOTE LATE APPLICATIONS ARE PUT TO ONE SIDE AND WILL ONLY BE CONSIDERED AFTER THOSE THAT ARE RECEIVED BY THE CLOSING DATE WHICH COULD RESULT IN A LOSS OF PLACEMENT.

Arrangements for the admission of pupils to county borough and voluntary controlled schools

Admission criteria

The admission of children to schools is controlled and administered by an 'Admissions Authority'. In the case of county borough and voluntary controlled schools, this is recognised as Torfaen County Borough Council (Local Authority (LA)). In the case of voluntary aided schools and foundation schools (church schools), the admissions authority is the governing body of the individual school.

Changes in the law mean the LA must allow parents/carers the opportunity to express a preference for the school they would wish their child to attend. In the vast majority of cases, parents/carers are quite happy to choose their local school but it is now legally necessary for that school to be named on an application form.

Following the closing date any change of circumstances notified to the Authority by the end of February (for primary) and by the end of December (for secondary) will be considered. Please note that the Authority does not operate a policy to accelerate pupils into advanced year groups. When applying, parents/carers may name more than one school in order of preference and the Authority will try to comply with at least one of the preferences.

The Authority (including the Governing Body of a voluntary aided school) may refuse to comply with parental preference for a period of two years following a second or subsequent exclusion. In such circumstances a parent is unable to appeal against the LA's decision.

All maintained schools must admit pupils up to its admission number (AN). The admission number is the number of pupils who should be admitted to a relevant age group if sufficient applications are received.

Where the number of applications exceeds the number of places available, the following over subscription criteria will be used to determine which applicants would be offered places:-

- Children who are looked after by the Authority
- Children on medical grounds which are supported by a medical consultant's report, obtained by the parents, specifying the medical advantage of the child attending the preferred school compared with the normal catchment school

N.B. Reports from family doctors are not accepted for this purpose.

- Children residing in the catchment area of their chosen school
- Children residing out of the catchment area of their chosen school

If children have older brothers or sisters at a school at the date of admission, they will be admitted in preference to those not having brothers or sisters at that school.

N.B. Brothers and sisters, whether full, half, step or foster will be considered relevant where living together at the same address. This only applies when an older child will definitely be registered at the school when the younger one will be eligible to attend.

When applying to a comprehensive school parents should be aware that sixth form pupils are not taken into consideration under the siblings criteria:-

- Where there is more than one such case, priority will be assessed on the basis of those children closest in age to the elder brothers or sisters already at the school at the date of admission
- After taking account of the above categories, priority will be based on closeness to the school measured by nearest available walking route (from most appropriate gate) using the same rules as apply for eligibility for school transport. Measurement will be undertaken by using a Digital Information Mapping System.

Finally, all admissions into any school are dealt with in accordance with the admissions policy of either the LA or a school's admission policy and at no stage are pupils 'selected' or are interviews held to determine admission. Whilst residing within the catchment area for your preferred school forms an element of the oversubscription criteria it does not guarantee a placement on this basis.

General admissions information

- Where the Authority is unable to offer your child a place in your catchment school, free transport will be provided (if requested) to the nearest school with an available place, subject to the distance criteria laid down in the Authority's transport policy
- Pupils with defined ALN will in the majority of cases be able to attend their catchment school. In exceptional circumstances, this may not be appropriate for the individual child and a placement in an alternative school would then be considered
- All applications received **by the closing date, Thursday 31 January 2013 (primary) and Monday 3 December 2012 (secondary)**, will be considered together and if necessary, the over-subscription criteria will be applied
- However, the Authority's over subscription criteria normally gives priority first to in catchment applications received by the closing date

Appeals

In Torfaen we strive to work in partnership and ensure that all parents get their first choice of school for their children. We do our best to tell parents the outcome of their application as soon as possible. If it is not possible to allocate a place for your child at the school of your choice we will tell you about your right of appeal. We do this because we always want to be fair and transparent.

If you choose to appeal this will be to an Independent Appeal Panel and arrangements will be made for this to happen in May/June 2013. This also applies to Sixth Form Admissions. Further information about appeals can be obtained from Democratic Services, Civic Centre, Pontypool telephone 01495 766294.

Multiple birth children (eg twins / triplets)

If when applying the oversubscription criteria the last child to be admitted is one of a multiple birth then the LA will admit the other sibling(s).

Children of UK service personnel and other Crown Servants (including diplomats)

Families of UK service personnel and other Crown Servants are subject to frequent movement within the UK and from abroad, often at relatively short notice. School places **should** be allocated to children and their families in advance of the approaching school year if accompanied by an official Ministry of Defence (MOD) or Foreign or Commonwealth Office (FCO) letter declaring a return date.

Waiting lists

We also keep a waiting list for the admission round in September. We will place your child's name on the waiting list even if you choose another school or decide to take up your right of appeal. Your child's name will stay on the list until 31 August 2013. If a place becomes available during that time we will allocate places to children on the waiting list on the basis of our over subscription criteria and are not based on the date the application was added to the schedule.

Nursery education and other pre-school provision

Within Torfaen there is a range of settings available to Nursery aged children. These are LA Nursery Schools and Nursery Units (known as maintained nurseries) attached to Infant or Primary Schools (currently including three Welsh Medium Schools at Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen in Pontypool and Ysgol Panteg in Griffithstown). There is a centre at Crownbridge Special School which caters for pupils with severe learning difficulties and Nursery Units at St. David's RC Primary School and Our Lady of the Angels RC Primary School to serve Roman Catholic children. Admissions into these schools are dealt with by the Governing Body of the schools. An Integrated Childrens Centre (ICC) situated in Cwmbran on the Nant Celyn school site has a 26 place nursery (AM only). Admission arrangements are however managed by Two Locks Nursery School.

Parents need to apply to Two Locks stating their preference for a placement at either Two Locks or the ICC. There are also non maintained early years settings registered to provide education for three and four year olds. Each Nursery School and Nursery Unit serves a specific catchment area. Parents may apply for their child to attend any Authority maintained Nursery School or Unit, but where there are more children wishing to attend than there are available places, priority will be given to the children living in the catchment area at the time of admission. Alternatively parents can choose to place their child in a voluntary or private sector early years setting that is a registered education provider.

It is the Authority's policy to admit children to it's Nursery Schools and Units from the beginning of the term following a child's third birthday if places are available. (Autumn Term is 1 September - 31 December, Spring Term is 1 January - 31 March, Summer Term is 1 April - 31 August). Places are allocated on a part-time basis (morning or afternoon sessions only) for five days per week.

In certain limited circumstances, full-time placements can be offered to 4 year olds (see criteria page 22). There is no right of appeal against refusal of a nursery placement, however you may wish to choose an alternative nursery placement and should contact Kath Worwood on 01495 766915 for further information.

Attendance at a nursery class within a primary or infants school does not guarantee a place in the school's reception class. If you choose for your child to attend a non maintained nursery which is registered as an education provider by the LA, the Authority will fund your child's placement on a part time basis (minimum of 10 hours over four or five days per week). The level of funding will be comparable with that of a four year old in a maintained provision and this currently equates to £397 per term following a child's third birthday. Where a child attends a Private Day Nursery, parents will be responsible for any additional payments over and above the funding allocated by the LA.

Priority admission to LA provision may be granted in the following circumstances (subject to review):-

Full-time priority (for four year olds)

The following categories should be eligible for full-time placement (unless the agencies involved specifically recommend otherwise).

- Children who are looked after by the Authority
- Children recommended on specific medical or social grounds by appropriate agencies and children identified as having ALN at the time that the application for admission is made
- Children of invalid or disabled parents, or where there is no other suitable person at home to care for them
- Children from homes where the father or mother is the sole parent resident at home and is in permanent or temporary full-time employment of more than 30 hours per week or is undertaking a full time course of education or training. Single parents will be asked to produce documentary evidence to confirm relevant details of employment, education and/or training
- Children brought up by grandparents
- Children who are on the Child Protection Register
- "Traveller" children (as long as they do not displace another child attending part-time)

Part-time priority

- Children who are looked after by the Authority; (see page 9)
- Children from homes where the father or mother is the single parent resident at home
- Children who are receiving speech therapy, supported by documentary evidence from an appropriate agency
(Torfaen's nursery policy is currently subject to review)

Criteria for awarding nursery places

- Full-time priority pupils residing in catchment in order of date of birth
- Part-time priority pupils residing in catchment in order of date of birth
- Part-time non-priority pupils residing in catchment in order of date of birth
- Full-time priority pupils residing out of catchment in order of date of birth
- Part-time priority pupils residing out of catchment in order of date of birth
- Part-time non-priority pupils residing out of catchment in order of date of birth
- Late applicants

Details of nursery provision can be obtained from Headteachers of Nursery Schools or Primary Schools having Nursery Units. Schools with a Nursery Unit attached are indicated with an asterisk (✦) in the Schools' Directory, commencing on page 54.

Details of voluntary and private providers can be obtained from leaders/managers of the playgroup and Private Nurseries. Details are on page 50 and 51. Information is also available from the Family Information Service. See telephone number on pages 24-27.

For further details on admission to Playgroups, Cylch Meithrin and Private Day Nurseries, contact the Family Information Service.

Torfaen Family Information Service

From information on childcare to leisure activities for your children, family support to services for children and young people with special needs, Torfaen Family Information Service can help.

If you would like information on the different types of childcare available in Torfaen and guidance on the childcare most suitable for your needs, contact Torfaen Family Information Service to get a free tailor-made information pack with details of the locations, costs and contact details for local provision.

If you are choosing a nursery education setting for your child, you may be interested to find out about childcare that interacts with nursery provision in Torfaen, such as nursery wraparounds and childminders. Some private and voluntary childcare settings can also offer nursery education places funded by the local authority.

If you are choosing a school, Torfaen Family Information Service can give you information on childcare providing before and after school care for children in Torfaen and childcare for your children during the school holidays suitable for working parents and carers.

The Family Information Service also offers guides on help with the cost of childcare including information regarding Tax Credits and Childcare Vouchers as well as other guides on subjects such as choosing a Welsh medium education for your child.

Parents, carers and professionals working with families in Torfaen can access the Family Information Service for free, impartial and quality information on the above and much more. Contact us with your enquiry via:

- Freephone 0800 0196 330
- Email fis@torfaen.gov.uk

- Drop in to see us at Cwmbran Integrated Children's Centre
- Our Outreach Information Officer at community venues and at events across Torfaen
- Or browse our information and carry out your own search on the Family Information Service website, www.torfaenfis.org.uk

Torfaen Family Information Service is provided by Torfaen County Borough Council and was established to comply with the statutory obligations under the Education Act 2002 and continues to provide information under the statutory duty set out in The Childcare Act 2006.

Childcare Options

Choosing suitable childcare to meet the needs of your family is one of the most important decisions you can make as a parent or carer. Whatever the age of your child, you will want to feel confident that they are safe, happy and stimulated whilst they are being cared for. Torfaen Family Information Service can offer details of the range of childcare available in Torfaen as well as free guides to choosing childcare, including examples of questions to ask a prospective childcare provider.

Many families find it difficult to juggle work and caring for their children during the school holidays. The Family Information Service can provide information on holiday childcare in Torfaen, including details of locations and costs.

Help with the Cost of Childcare

Torfaen Childcare Sufficiency Assessment 2011 found that many parents and carers didn't know if they were eligible for help with the cost of childcare. The Working Tax Credit Childcare Element can save eligible families up to 70% of their childcare costs.

If you are eligible and you pay for childcare that is registered with the CSSIW, you could get help with the cost of childcare up to:-

- a maximum of £122.50 per week for 1 child
(70% of childcare costs up to a max. of £175 per week)
- Or a maximum of £210 per week for 2 or more children
(70% of childcare costs up to a maximum of £300 per week)

To find out if you are eligible for the Childcare Element of Working Tax Credit, call the Tax Credits Helpline on 0845 300 3900.

Childcare vouchers are available through employer supported schemes and can save many parents over £1,000 per year through their tax savings, as the vouchers are deducted from salary before tax. Large and small companies offer childcare vouchers and most childcare providers accept them as payment. A family will usually find that they are better off using either childcare vouchers or the Childcare Element of Working Tax Credit but not usually both.

To find out more about childcare vouchers, Tax Credits and registered childcare, contact Torfaen Family Information Service on freephone 0800 0196 330 or email fis@torfaen.gov.uk

Most parents/carers will receive an application form by post early in September which must be completed and returned to the nursery school/unit **by the closing date which is 5 October 2012**. If parents/carers do not receive a form, one must be obtained from the nursery school/unit or by contacting Kath Worwood on 01495 766915 or email:- kath.worwood@torfaen.gov.uk and ensure it is returned by the closing date. Parents will be notified of the outcome of their application via the school/unit by the end of November 2012. Parents/carers choosing a private or voluntary setting should take the application form to the setting of their choice, who will apply for the funding on their behalf.

When submitting applications, parents will be asked to provide their child's birth certificate to verify the date of birth and their council tax details to verify the home address - originals only.

Education through the medium of Welsh

If you would like your child to be educated through the medium of Welsh we provide excellent Welsh Medium Education in Torfaen. If your child is nursery age then there is a nursery unit attached to Ysgol Gymraeg Cwmbran, Ysgol Bryn Onnen and Ysgol Panteg, and also at Cylch Meithrin Cwmbran (contact Kath on 07773246611) and Ysgol Feithrin Pont-y-Pwl (contact Helen on 01495 755616).

There are three Welsh Medium Primary Schools in Torfaen, these are Ysgol Bryn Onnen serving the north of the borough, Ysgol Gymraeg Cwmbran in Cwmbran and Ysgol Panteg in Griffithstown, serving mid Torfaen. Ysgol Gyfun Gwynllyw is a regional secondary school situated in Pontypool and provides Welsh Medium Education at that level.

In response to the growing demand for Welsh Medium Education we have opened a new Welsh Medium Primary School and Nursery in Griffithstown called Ysgol Panteg and have also opened a new nursery at Ysgol Bryn Onnen. Parents themselves do not have to be Welsh speakers in order for their children to benefit from Welsh Medium Education. Children can transfer to Welsh Medium Primary Schools from the English medium nursery sector. If you have any questions you can contact the Head teachers of our Welsh Medium Schools directly as they will be happy to speak with you. Alternatively you can contact the Authority's Welsh Advisory Service.

Pupils attending a Welsh Medium School will be provided transport in accordance with the Authority's transport policy.

Contact details of all Welsh Medium Schools can be found on pages 60 and 65.

St Alban's R.C. High School admission policy

The aim of the admission policy at St Alban's is to support the school's well established Mission Statement and to ensure that pupils who enter St Alban's are committed to adhering to the Gospel Values on which its ethos and education are based and whose parents or guardians wish them to be prepared to take their places in society as young Catholics/Christians or members of other faiths.

The governing body is directly responsible for controlling the school's admission process. Where applications for admission exceed the number of places available the following criteria will be applied in the order set out below, to decide which children to admit:

- Children who are members of the Roman Catholic Church attending Roman Catholic Primary Schools, who are supported by their Headteacher or Parish Priest
- Other children who are members of the Roman Catholic Church who are supported by their Parish Priest
- Other children attending Roman Catholic Primary schools who are supported by their Headteacher or their Minister of Religion
- Christian children attending other Voluntary Aided Christian Primary schools who are supported by their Headteacher or their Minister of Religion
- Other Christian children whose parents genuinely seek a faith based education and who are supported by their Minister of Religion
- Brothers and sisters of existing pupils admitted under criteria 1 to 5 who are supported by their Headteacher or their Minister of Religion
- Children of other faiths whose parents seek a faith based education for them, accept that they will be expected to attend RE classes and all other activities at St Albans and who are supported by their Headteacher and their Minister of Religion
- Special admission on social or medical grounds, supported by a certificate from a doctor or social worker and/or their Headteacher or Minister of Religion

These admissions are at the discretion of the Governors and may, in some circumstances, take precedence over other criteria but each case is to be dealt with by the Governors on its unique merits. **In each category, Looked after Children will be given top priority.**

Henllys Church in Wales school admission policy - Admission Number is 30

The Governing Body of Henllys Church in Wales School welcomes applications from parents who wish for their children to be educated in an Anglican school. Children are admitted at the beginning of the autumn term of the school year in which they reach their fifth birthday. The school year runs from September 1st to August 31. Transfer to secondary education takes place following the autumn term after the child's eleventh birthday.

The school has no catchment area because of its nature as a Church Aided School. This means that applications are received from parents living in, and beyond, the Benefice of Cwmbran. Parents should note that application forms are available at the school and should be returned to the school.

The Governors are restricted in that they can only admit thirty children to the infant classes (Key Stage 1) and so if there are more than thirty applications for Reception, then places will be allocated according to the following Admissions Policy:-

Baptised Anglican children living within the Rectorial Benefice of Cwmbran

Whose families are:-

- Regular communicants
- Not regular communicants but have brothers and/or sisters in the school
- Not regular communicants

Baptised Anglican Children living outside the Rectorial Benefice of Cwmbran

Whose families are:-

- Regular communicants
- Not regular communicants but have brothers and/or sisters in the school
- Not regular communicants

Other Christian denominations

To children who are baptised (or who have been 'received' in the case of nonsacramental churches) and:-

- Have brothers and/or sisters in the school
- Are living within the Rectorial Benefice of Cwmbran
- Are living outside the Rectorial Benefice of Cwmbran

Non-Baptised children

- Have brothers and/or sisters in the school
- Living within the Rectorial Benefice of Cwmbran
- Living outside the Rectorial Benefice of Cwmbran
- In the case of equal qualification within a category, preference will be given to the oldest child in the benefice in the first instance and then outside the benefice
- The interpretation of the term 'regular communicant' shall be at the discretion of the Rector of the Rectorial Benefice of Cwmbran
- The Governors will consider cases on compassionate grounds which may be backed with professional evidence
- Preference will always be given to children who attend a church within the Rectorial Benefice of Cwmbran
- Applications should be supported in writing by the local priest or minister
- Admission to the school does not imply automatic admission to any LA comprehensive school
- In each of the above categories, priority will be given to looked after children

Please note that it is unlawful for Governors to admit more than 30 pupils into reception classes and the law places severe limits on grounds for appeal. If an application for admission is unsuccessful, parents will be notified in time for a place to be arranged at an alternative school. They will also be notified of the appeals procedure.

Religious Education and Collective Worship are delivered in accordance with the teaching and practice of the Church in Wales as required by the School's Trust Deed. Applications for admission are received on the understanding that parents accept their children's full participation in these.

Our Lady of the Angels R.C. Primary School - Admission Number is 29

Our Lady of the Angels RC Primary School – Admissions Policy 2013/2014.

Our Lady of the Angels RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Torfaen LA. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of Our Lady of the Angels RC Primary School is the Admissions authority for this school. The admission number is 29 in the Reception class/group in September 2013. This Admission number applies to all Foundation Phase groups.

Please make sure that all requests for admissions are submitted by 31 January 2013.

Oversubscription Criteria and order of priority:-

Where the number of applicants for admission exceeds the Admission Number of 29 places available, places will be awarded to applicants in the under mentioned categories in the following order of priority.

In each category below:-

a) Looked After Children will be given highest priority

b) Siblings will be given second highest priority

Siblings are: Brothers and sisters, whether half, full, step or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

1. Children who are baptised into the Roman Catholic Church of Our Lady and St David's Parish, Cwmbran
2. Other baptised Roman Catholic children
3. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education
4. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education
5. Children for whom application is made in special circumstances may be admitted at the Governors' discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governors will treat all information as confidential. Special circumstances include medical and social reason
6. Any other children

Application from children who are to be considered under criteria (1) – (2) above are asked to provide evidence of Baptism or reception into the Roman Catholic Church.

Applications from children to be considered under criteria (3) – (4) are asked to provide a letter of support from their Minister or Faith Leader. The supporting letter must show participation in the faith of which the minister/faith leader is giving advice.

For Christian applicants a Baptismal Certificate should be provided wherever possible.

Notes:

- a) Where places are available for some but not all applicants in any particular category then preference shall be given to the children whose home address is closest to the school gate (when measured by the shortest walking distance).

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the governing body).

Padre Pio Catholic Primary School - Admission Number is 30

Admission is primarily for Catholic children between the ages of 4 - 11 years. Children of non-Catholic parents seeking admission because of the religious teaching and the Christian ethos of the school will be admitted if there are any vacancies.

The following criteria will be applied if the Admission Number is exceeded:-

1. Baptised children of practising Catholic parents living in the St Alban's Parish of North Torfaen
2. Baptised Catholic children of non-practising parents of the above area
3. Baptised Catholic children living outside of Saint Alban's Parish
4. Children who are brothers or sisters of pupils already in the school
5. Children of other Christian faiths whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their own faith leader
6. Children of other faith traditions whose parents desire a specifically Catholic education for their children. These applications should be accompanied by a letter of support from their own faith leader
7. Children of no specific faith whose parents desire a specifically Catholic education for their children

Notes:

- a) In all of the above categories 'looked after' children will take priority.
- b) In all of the above categories the Governing Body will give consideration to those children who have particular medical or social needs which determine the

school being particularly suitable for an individual child. In such a case, strong and relevant evidence must be provided by an appropriate authority, e.g. qualified medical practitioner, education welfare officer, social worker or priest).

- c) Where places are available to some but not all the applicants in any of the categories listed above then preference shall be given to those living nearest to the school. The distance is measured as the shortest walking route between the home address and the main gate of the school, as calculated by Google Maps. Evidence of residence may be required.

Appeals Procedure

Parents have the right to express their preference for a particular school at which they wish education to be provided for their child/ren, but their preference must be expressed in accordance with the arrangements of the Governors stated under 'The School Governors Admission Policy'. Parents wishing to express the right of appeal should write in the first instance to the Clerk of the Governing Body. The appeal will then be heard by an Independent Appeals Panel.

Admission Number

The Admission Number of new entries as of September 2013 is 30 as per Welsh Government/Local Authority directives.

To exceed this number the following factors apply:-

- i. The total of any Class does not exceed 30
- ii. The Governors approve an extension of that number in a particular year group provided adequate and suitable accommodation is available

Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Names are normally removed from the list after twelve months.

Pupils with a statement of special education needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home local authority. Details of this separate procedure is set out in the Special Educational Needs Code of Practice.

Late applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Ponthir Church in Wales school admission policy - Admission Number is 16

Admissions Determination

All applications for admission must be made by a completed application form provided by the school. Governors will determine applications at the designated time agreed with Torfaen County Council.

Admissions Appeals

Parents/Guardians refused a place for their child may appeal in writing within 14 days of notification that their application for a place at the school was unsuccessful, to the Clerk of the Independent Admissions Appeals Panel, c/o The School. Appeals during the timetabled admissions process are heard within 30 days of the closing date for receipt of appeals; outside that process within 30 school days of receipt.

Waiting Places

If there are more applications than places, once places have been allocated during the normal admission round, names will be placed on a waiting list until 31 August of the school year in which they apply. If places become available then, they must be allocated to those on the waiting list on the basis stated below.

The Governing Body of Ponthir Church in Wales School is the admissions authority. In each category, first preference will be given to children who are "looked after" by the local authority. Second preference will be given to children living nearest to the school by a safe walking distance.

1. Children within the catchment of Ponthir and Llanfrechfa
2. Children with a sibling at the school
- 3a. Children whose parents regularly attend religious worship at All Saints Church, Llanfrechfa

3b. Regular attendance at any other Anglican Church

3c. Regular attendance at any other denomination establishment

(Regular worship will be determined as 'at least once a month'. Written reference will be required).

St David's RC Nursery and Primary School - Admission Number is 32

St David's RC Nursery and Primary School – Admissions Policy.

St David's RC Primary School was founded by and is part of the Catholic Church. It is a Voluntary Aided school in the Diocese of Cardiff and is maintained by Torfaen LA. It serves the Roman Catholic community of Our Lady's and St David's Parish. The Governing Body of St David's RC Primary School is the Admissions authority for this school. The admission number is 32 in the Reception class/group in September 2013. This Admission number applies to all Foundation Phase groups.

Please make sure that all requests for admissions are submitted by 31 January 2013.

Oversubscription Criteria and order of priority:-

Where the number of applicants for admission exceeds the Admission Number of 32 places available, places will be awarded to applicants in the under mentioned categories in the following order of priority.

In each category below:-

- a) Looked After Children will be given highest priority
- b) Siblings will be given second highest priority

Siblings are: Brothers and sisters, whether half, full, step or foster will be considered relevant where living in the same household and where an older child will still be registered at the school when the younger one would be eligible to attend.

1. Children who are baptised into the Roman Catholic Church of Our Lady and St David's Parish, Cwmbran
2. Other baptised Roman Catholic children
3. Children of other Christian denominations whose parents have demonstrated a wish for a Catholic education
4. Children of other Faith traditions whose parents have demonstrated a wish for a Catholic education
5. Children for whom application is made in special circumstances may be admitted at the Governors' discretion. Each application must be accompanied by a letter from the appropriate professional person. Please supply full details concerning applications. The Governors will treat all information as confidential. Special circumstances include medical and social reason
6. Any other children

Application from children who are to be considered under criteria (1) – (2) above are asked to provide evidence of Baptism or reception into the Roman Catholic Church

Applications from children to be considered under criteria (3) – (4) are asked to provide a letter of support from their Minister or Faith Leader. The supporting letter must show participation in the faith of which the minister/faith leader is giving advice.

For Christian applicants a Baptismal Certificate should be provided wherever possible.

Notes:

- a) *Where places are available for some but not all applicants in any particular category then preference shall be given to the children whose home address is closest to the school gate (when measured by the shortest walking distance).*

Parents have a statutory right of appeal against the non-admission of a child to the school. This will be heard by an Independent Appeals Panel, in which the Governing Body and Headteacher play no role. Details of the appeals process will be made available to parents when they are notified of a refusal of a place (or if they request such information from the governing body).

Helping children with Additional Learning Needs

Who are children with additional needs?

As parents we know that all children are different. Children learn in different ways and at different speeds. Some of these differences will make it harder for them to learn and we can describe them as having additional learning needs.

What should I do if I am worried about my child?

If your child is not yet in school you can contact the Inclusion Service on 01495 766929. As a parent you will know your child best. If you have any concerns about your child's learning or behaviour you should first talk things over with your child's class teacher or Headteacher. It is very important that you discuss your worries with school. You can also contact the Special Needs Advisory Project (SNAP), an independent parent support service who will always be happy to provide you with advice (Tel:- 01633 246897).

Quite a lot of children will struggle with their learning and behaviour at some point during their school life and we plan carefully for these through the 'Special Educational Needs Code of Practice'. The Code of Practice tells us that the best way to help your child is for everyone to work together. You are the most important 'helper' but there are others:-

- Doctors/Paediatricians
- Therapists (such as Speech and Language/Occupational Therapy)
- Health Visitors
- Psychologists
- Specialist teachers
- Learning Support Assistants
- Officers from the Education Service

Not all of these people will be involved at the same time but they are available if needed. Your child's school may want to put your child's name on a Special Educational Needs register that is kept in school. This is nothing to worry about, it simply helps the school work out how best to help your child learn.

School may talk with you about setting up an Individual Education Plan (IEP) for your child, which contains targets to help your child.

Your child's school may also talk with you about requesting a 'formal assessment' from the Local Authority. It is a way of the school telling the LA that they have concerns about supporting your child's learning. As a parent you can also write to the LA and ask for a 'formal assessment' for your child. Someone from the Inclusion Service will be available to talk you through what this means.

Educational Psychology Service

Educational psychologists work with children and young people in the age range 0-16 years or 19 years if they are still in education. In partnership with the children and young people, their parents/carers, Education Service staff, school staff and staff from other agencies, educational psychologists provide support where there is concern about a young person's educational, emotional or social development. They undertake assessments, work directly with the young people and provide advice on the management of difficulties. They also provide training for those who work with children and young people.

Educational psychologists usually see children in school following earlier intervention undertaken by schools and parents/carers in partnership. The Service can however be contacted directly on 01495 766906 or e-mail:- lorraine.bennett@torfaen.gov.uk.

Hearing Impaired Support Service

The Hearing-Impaired Support Service aims to maximise the learning opportunities of all children with a hearing impairment to acquire the necessary skills for life so that they become valuable and valued members of society.

The team of specialists teachers and teaching assistants provides advice, Deaf Awareness training and a variety of support to schools, families, other agencies and professionals for children with a permanent or fluctuating hearing loss from pre-school to college.

Inclusion Service

This service promotes inclusion and supports school effectiveness so that all Torfaen pupils, irrespective of their individual backgrounds, circumstances or difficulties are able to derive the maximum benefit from their learning. This service is led by Tracy Tucker, Additional Learning Needs Manager who can be contacted on 01495 766998.

Below is a list of designated Inclusion Officers and Education Welfare Officers for the schools and their contact numbers. Please feel free to contact the officers for advice and support.

- **Abersychan School Cluster**
Debra Roberts Inclusion Officer Telephone:- 01495 766917
Cath Edwards Education Welfare Officer Telephone: - 01495 766993
- **Croesyceiliog School Cluster**
Alison Jones Inclusion Officer Telephone:- 01495 766973
Graham Garland Education Welfare Officer Telephone: - 01495 766994
(Croesyceiliog Cluster)
- **Fairwater School Cluster**
Sahdia Afzal Inclusion Officer Telephone:- 01495 766971
Kate Turley Education Welfare Officer Telephone:- 01495 766966
- **Llantarnam School Cluster**
Sahdia Afzal Inclusion Officer Telephone:- 01495 766971
Dave Morgan Education Welfare Officer Telephone:- 01495 762113
- **St Albans School Cluster/Ysgol Gwfun Gwynllyw**
Kath Hemmings Inclusion Officer Telephone:- 01495 766970
Hannah Kethro-Moore Education Welfare Officer Telephone:- 01495 766992
- **Ysgol Gyfun Gwynllyw**
Alison Jones Telephone:- 01495 766973
Hannah Kethro-Moore Education Welfare Officer Telephone:- 01495 766992

- **West Monmouth School Cluster**
Deb Roberts Inclusion Officer Telephone:- 01495 766917
Vicky Clode Senior Education Welfare Officer Telephone:- 01495 766965
- **Crownbridge School**
Donna Lewis Inclusion Officer Telephone:- 01495 766974
Dave Morgan Education Welfare Officer Telephone:- 01495 762113
- **Caerleon Area**
Alan Rogers Education Welfare Officer Telephone:- 01633 420106

What do Education Welfare Officers do?

- Offer a free independent advice service to parents, children and young people in liaison with inclusion officers
- Work with Torfaen schools to support pupils and ensure that they are receiving a suitable education given their age, ability, aptitude and any special educational needs
- Work with the business community and others to advise and regulate on the employment of children

How do Education Welfare Officers work?

- Schools can request the officer to make a home visit or to see a child in school
- Children can discuss problems with their Education Welfare Officer
- Parents can request an officer's help, advice or support
- Education Welfare Officers may also be responsible for legal action where parents fail to carry out their legal responsibility to ensure their child's regular attendance at school. (Education Act 1996)

Excluded pupils

The use of exclusion

A decision to exclude a child for a fixed period or permanently should be taken only:-

- In response to serious breaches of the school's behaviour policy
- If allowing the pupil to remain in school would seriously harm the education or welfare of the pupil or of others in the school

The decision to exclude

Only the Headteacher or someone designated as the acting Headteacher has the power to exclude a pupil from school. Exclusion should not be decided in the heat of the moment, unless there is immediate risk to the safety of others in the school or the pupil concerned.

Length of the exclusion

Regulations under the Education Act 2002 allow Headteachers to exclude a pupil for one or more fixed periods not exceeding 45 school days in any one school year. However, individual exclusions should be for the shortest time necessary to secure the benefits of exclusion without adverse educational consequences. In all cases of more than a day's exclusion, Headteachers must arrange for work to be provided and marked. Parents should arrange for the work to be collected and returned and the school must ensure that further work is set until the pupil returns to school.

Lunchtime exclusions

Some children's behaviour can be particularly difficult at lunchtime. Where this is the case it may be possible through discussion and agreement with the parent to arrange for the pupil to go home for lunch. If this is not feasible, provision exists to exclude the pupil for the duration of the lunchtime, placing the legal responsibility for the child back with the parent. Where lunchtime exclusion is used it should be a short-term measure only. If a child is in receipt of Free School Meals, arrangements should be made to provide a meal and this may mean a packed lunch.

Permanent exclusion

Permanent exclusion is an extremely serious step. It is an acknowledgement by a school that it has exhausted all available strategies for dealing with the child and can no longer have the child in its community.

Pupils with Additional Learning Needs (SEN / ALN)

Other than in the most exceptional circumstances, schools should avoid permanent exclusion for pupils with a statement of SEN. In most cases the Headteacher will be aware that the school, whether mainstream or special, is having difficulty managing a pupil's behaviour, well before the situation has reached the point that exclusion needs to be considered. Schools should try every practicable means to maintain placements, including liaison with the LA and if necessary arranging a statutory review of the statement.

A named LA officer should be charged with taking forward the action agreed. This will be the Inclusion Officer.

Informing the 'relevant person' about the exclusion

Under the regulations which came into force in January 2004 the 'relevant person' means:-

- The parent, if the pupil was aged ten or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent and the pupil, if the pupil is of compulsory school age and was aged eleven or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)
- A Headteacher who excludes a pupil must ensure that the relevant person is notified immediately, ideally by telephone. The initial telephone notification must be followed up by a letter within one school day. Exclusion should normally begin on the next school day. Pupils subject to exclusion are not to be left unsupervised or sent from the premises. If the Headteacher decides to extend a fixed period exclusion or, exceptionally, to convert a fixed period exclusion into a permanent exclusion, he/she must again notify the relevant person. The Headteacher must arrange for work to be provided as soon as a pupil is excluded for a fixed period.

Parents should arrange for the work to be collected and returned and the school must ensure that it is marked and that further work is provided until the pupil returns to school. Letters to parents informing them of the exclusion must include the arrangements for setting and marking work.

Appeals process

The Headteacher's exclusion letter should inform the relevant person of the procedures should they wish to make representation or appeal against the exclusion to the Discipline Committee of the Governing Body. Subsequently there is a right of appeal to an Independent Appeals Panel for permanent exclusions and again, the relevant person should be fully informed at the appropriate time. The relevant person as defined in regulations means:-

- The parent if the pupil was aged 10 or below on the day before the beginning of the school year in which he/she was excluded
- Both the parent and pupil if the pupil is of compulsory school age and was aged 11 or above on the day before the beginning of the school year in which he/she was excluded
- The pupil if aged over compulsory school age (normally 16)

Therefore this gives all excluded pupils the right to be notified formally of their exclusion and enable them to appeal.

Where a child has been permanently excluded from two or more schools, his/her parents can still express a preference for a school place but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. There are some exceptions to this and for further information contact Tracy Tucker on 01495 766998.

Arrangements for the provision of education in schools outside Torfaen

At schools maintained by another authority

Parents/carers are expected to apply to the Director of Education of the Authority concerned.

At schools not maintained by another authority

Financial assistance to attend schools not maintained by another education Authority may be given to the children of service personnel in overseas countries where satisfactory educational facilities are not available.

Arrangements for transfer between schools

Changing schools is a serious step for your child to take and should be given a great deal of thought.

For information and advice you will need to contact Kath Worwood Tel:- 01495 766915, e-mail:- kath.worwood@torfaen.gov.uk who will send you a transfer form and guidance if appropriate, which will need to be returned to the address on the form.

(N.B.) While the transfer is being processed your child must attend his/her present school. Non attendance will be recorded as unauthorised and could be referred to the Education Welfare Officer. Parents/Carer should be aware that transport would only be provided in accordance with the Authority's transport policy.

PLEASE REMEMBER TRANSFERS MUST BE APPROVED BY THE LA.

Registered private/voluntary early years settings

Belle Vue Day Nursery

Belle Vue Road, Cwmbran.
Telephone:- 01633 489999
Owner:- Mrs E. McNamara
Manager:- Mrs S. Lewis

Building Blocks Day Nursery

Ynys Lane, Croesceiliog, Cwmbran.
Telephone:- 01633 864313
Owner:- Mrs K. Boycott

Buzzy Bees Day Nursery

27 Chestnut Green, Cwmbran.
Telephone:- 01633 484228
Owner:- Miss C. Pritchard

Cylch Meithrin Cwmbran

C/o 4 Neath Court, Thornhill,
Cwmbran.
Telephone:- 077732 46611
Manager:- Mrs K. Lloyd

Pontymoile Under 5's Playgroup at Cwmffrwdroer

Cwmffrwdroer Primary School,
Waunddu, Pontypool.
Telephone:- 07889 346348
Manager:- Mrs I. Yacomen

Henllys Day Nursery

Henllys Old School,
Henllys, Cwmbran.
Telephone:- 01633 869211
Owner:- Mrs M. Baxter

Wriggles and Giggles

Former Telephone Exchange,
Victoria Street, Old Cwmbran.
Telephone:- 01633 876838
Owner:- Ms L. Hoking

Little Stars Day Nursery

Monmouth House,
Mamhilad Park Estate.
Telephone:- 01495 755566
Owners:- Mrs Marie Ellis Jones and
Mrs Emma Matthews

Llanyrafon Playgroup

Llanyrafon Social Centre,
Llanyrafon Way, Cwmbran.
Telephone:- 07905 150883
Supervisor:- Mrs L. Shirley

Osbourne Lodge Day Nursery

Osbourne Road, Pontypool.
Telephone:- 01495 752234
Owner:- Miss N. Masters

Pontymoile Under 5's Playgroup at Abersychan

Brynteg Community Hall,
Abersychan.
Telephone:- 07889 346348
Manager:- Mrs I. Yacomen

Pontymoile Under 5's Playgroup

The Active Living Centre,
Pontypool Park, Pontypool.
Telephone:- 07889 346348
Manager:- Mrs I. Yacomen

Poppies Day Nursery

Maesderwen House,
Maesderwen Road,
Pontymoile, Pontypool.
Telephone:- 01495 764675
Owner:- Ms J. Darlington

Seren Fach Day Nursery

Caerleon Road,
Ponthir, Newport.
Telephone:- 01633 431300
Owners:- Mrs N. Jones and
Mrs V. Raymond

Two Counties Nursery (CIC)

The Old School
The Highway, Croesceiliog
Cwmbran. NP44 2HF
Telephone:- 01633 489966
Manager:- Mrs S. Longford

Ysgol Feithrin Pont-y-pwl

St. James Hall,
St. James Field, Pontypool.
Telephone:- 01495 755616
Manager:- Ms H. Greenwood

List of secondary schools (with relevant feeder primary schools)

It should be noted that attendance at any of the Primary Schools does not qualify a pupil for entry to its relevant feeder Secondary School (for admissions arrangements see pages 14-20). Neither does admission guarantee the provision of transport (for transport arrangements see pages 72-74).

Secondary schools

Abersychan School

Cwmffrwdor Primary
Garnteg Primary
Blaenavon Heritage VC
Pontnewynydd Primary
Victoria Primary

Fairwater High School

Coed Eva Primary
Blenheim Road Community School
Greenmeadow Primary

Ysgol Gyfun Gwynllyw

Ysgol Gymraeg Cwmbrian
Ysgol Bryn Onnen
Ysgol Panteg
Plus Welsh Medium Primary
Schools within the council areas of Newport, Blaenau, Gwent and Monmouthshire

Caerleon Comprehensive School

Ponthir Church in Wales Primary

Croesyceiliog School

Croesyceiliog Primary
Llanrafon Primary
Maendy Primary
Pontnewydd Primary

Llantarnam School

Llantarnam Primary
Nant Celyn Primary
Woodlands Primary

West Monmouth School

New Inn Primary
Penygarn Primary
Pontymoile Primary
Griffithstown Primary
Kemys Fawr Infants
George Street Primary

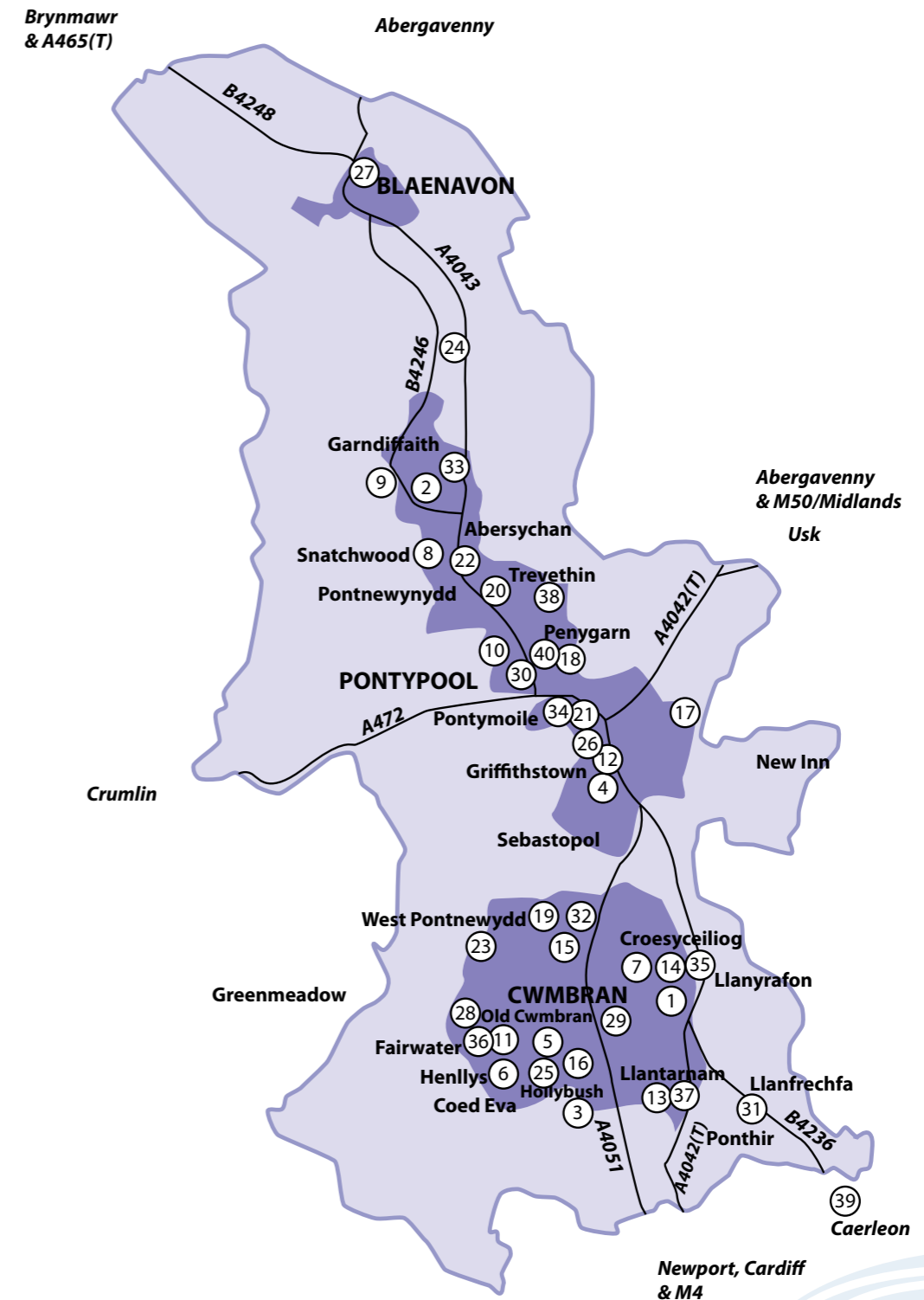
St Alban's RC High

Our Lady of the Angels RC Primary
Padre Pio RC Primary
St David's RC Primary

N.B. Henllys Church in Wales Primary School is not linked to any specific secondary school

Map of Torfaen Schools

The numbers on the maps denote the location of each school within Torfaen. The number for the relevant school can be found after each school's name on pages 54-66.



Torfaen schools' directory

A comprehensive list of addresses and telephone numbers of schools in Torfaen.

Special Schools (Age range 2-19 years)

Crownbridge ①

Turnpike Road, Croesceiliog, Cwmbran. NP44 2BJ
Telephone:- 01633 624201 Fax:- 01633 624237
Headteacher:- Mrs L. Bush

Nursery Schools (Age range 3-4 years)

Abersychan Brynteg ②

High Street, Abersychan, Pontypool. NP4 7DG
Telephone:- 01495 772224
Acting Headteacher:- Mrs L. Ryan

Cwmbran Two Locks ③

Two Locks Road, Cwmbran. NP44 7HQ
Telephone:- 01633 483136
Headteacher:- Mrs H. Adams

Infant Schools (Age range 3-7 years)

✦ Kemys Fawr Infant ④

Elm Grove, Sebastopol, Pontypool. NP4 5DD
Telephone:- 01495 763175 Fax:- 01495 763603
E-mail:- head.kemysfawrinfants@torfaen.gov.uk
Website:- www.kemysfawr.torfaen.sch.uk
Acting Headteacher:- Mr N. Blackburn
AR:- 17 PA:- 17 ENR:- 69 CAP:- 93

AN

31

Primary Schools (Age range 3/4-11 years)

AN

✦ Blenheim Road Community Primary ⑤

58

Blenheim Road, St. Dials, Cwmbran. NP44 4SZ
Telephone:- 01633 484655 Fax:- 01633 480452
E-mail:- head.blenheimroadcps@torfaen.gov.uk
Website:- www.blenheim-road.torfaen.sch.uk
Headteacher:- Mr C. Watson
AR:- 25 PA:- 25 ENR:- 176 CAP:- 410

✦ Coed Eva Primary ⑥

60

Teynes, Coed Eva, Cwmbran. NP44 4TG
Telephone:- 01633 484131 Fax:- 01633 489496
Headteacher:- Ms G. Ellis
AR:- 59 PA:- 59 ENR:- 408 CAP:- 420

✦ Croesyceiliog Primary ⑦

60

North Road, Croesyceiliog, Cwmbran. NP44 2LL
Telephone:- 01633 624114 Fax:- 01633 624120
Headteacher:- Mr S. Bates
AR:- 60 PA:- 60 ENR:- 420 CAP:- 420

Cwmffrwdroer Primary ⑧

30

Waunddu, Pontnewynydd, Pontypool. NP4 6QZ
Telephone/Fax:- 01495 742761
E-mail:- head.cwmffrwdroerprimary@torfaen.gov.uk
Headteacher:- Mrs S. Truelove
AR:- 23 PA:- 23 ENR:- 152 CAP:- 210

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4-11 years)

AN

✦ Garnteg Primary ⑨

Hillcrest, Garndiffaith, Pontypool. NP4 7SJ
 Telephone:- 01495 742934 Fax:- 01495 742936
 E-mail:- head.garntegprimary@torfaen.gov.uk
 Headteacher:- Mrs S. Roche
 AR:- 34 PA:- 34 ENR:- 206 CAP:- 249

35

✦ George Street Primary ⑩

Wainfelin Road, Pontypool. NP4 6BX
 Telephone:- 01495 756436 Fax:- 01495 767723
 E-mail:- head.georgestreetprimary@torfaen.gov.uk
 Website:- www.georgestreetprimary.co.uk
 Headteacher:- Mrs J. Wood
 AR:- 38 PA:- 38 ENR:- 253 CAP:- 273

39

Greenmeadow Primary ⑪

Ty Gwyn Way, Greenmeadow, Cwmbran. NP44 5YY
 Telephone:- 01633 484320
 E-mail:- head.greenmeadowprimary@torfaen.gov.uk
 Website: www.greenmeadow.torfaen.sch.uk
 Headteacher:- Mrs M. Green
 AR:- 17 PA:- 17 ENR:- 211 CAP:- 301

43

✦✦ Griffithstown Primary ⑫

Florence Place, Griffithstown, Pontypool. NP4 5DN
 Telephone:- 01495 759679 Fax:- 01495 757177
 E-mail:- head.griffithstownjunior@torfaen.gov.uk
 Website:- www.griffithstownprimary.uk.org
 Headteacher:- Mrs D. Ward
 AR:- 20 PA:- 20 (Junior) ENR:- 309 CAP:- 420
 AR:- 35 PA:- 35 (Infant)

50 (Infant)
60 (Junior)

Primary Schools (Age range 3/4-11 years)

AN

✦ Llantarnam Community Primary ⑬

Green Willows, Oakfield, Cwmbran. NP44 3DU
 Telephone:- 01633 480039 Fax:- 01633 480033
 E-mail:- llantarnam.cp@torfaen.gov.uk
 Website:- www.llantarnam-cp.torfaen.sch.uk
 Headteacher:- Mrs A. Webster-Blythe
 AR:- 28 PA:- 28 ENR:- 151 CAP:- 213

30

Llanyrafon Primary ⑭

Llanyrafon Way, Llanyrafon, Cwmbran. NP44 8HW
 Telephone:- 01633 867130 Fax:- 01633 877972
 E-mail:- head.llanyrafonprimary@torfaen.gov.uk
 Website: www.llanyrafon.torfaen.sch.uk
 Headteacher:- Mr W. Jones
 AR:- 56 PA:- 56 ENR:- 368 CAP:- 407

58

✦✦ Maendy Primary ⑮

Wayfield Crescent, Cwmbran. NP44 1NH
 Telephone:- 01633 483168 Fax:- 01633 489497
 E-mail:- head.maendyprimary@torfaen.gov.uk
 Headteacher:- Mrs J. Cresswell
 AR:- 31 PA:- 31 ENR:- 222 CAP:- 254

36

○ Nant Celyn Primary ⑯

Henllys Way, Cwmbran. NP44 7DJ
 Telephone:- 01633 624170 Fax:- 01633 624169
 E-mail:- head.nantcelyn@torfaen.gov.uk
 Headteacher:- Mrs A. Jones
 AR:- 54 PA:- 54 ENR:- 316 CAP:- 420

60

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
✦ Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
✦ Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Primary Schools (Age range 3/4-11 years)

AN

★ New Inn Primary (17)

75

Golf Road, New Inn, Pontypool. NP4 0PR
 Telephone:- 01495 757649 Fax:- 01495 753574
 E-mail:- head.newinnprimary@torfaen.gov.uk
 Website:- www.newinn.torfaen.sch.uk
 Headteacher:- Mr A. Jones
 AR:- 74 PA:- 74 ENR:- 509 CAP:- 526

★ Penygarn Community Primary (18)

63

Penygarn Road, Penygarn, Pontypool. NP4 8JR
 Telephone:- 01495 742090 Fax:- 01495 742215
 E-mail:- head.penygarncps@torfaen.gov.uk
 Website:- www.penygarn.torfaen.sch.uk
 Headteacher:- Mrs A. Roberts
 AR:- 38 PA:- 38 ENR:- 317 CAP:- 445

★ ★ Pontnewydd Primary (19)

55

Bryn Celyn Road, Pontnewydd, Cwmbran. NP44 1JW
 Telephone:- 01633 483307 Fax:- 01633 864483
 E-mail:- head.pontnewyddprimary@torfaen.gov.uk
 Website:- www.pontnewydd.torfaen.sch.uk
 Headteacher:- Mr K. Waters
 AR:- 50 PA:- 50 ENR:- 361 CAP:- 386

★ Pontnewynydd Primary (20)

36

Lower Leigh Road, Pontnewynydd, Pontypool. NP4 8LQ
 Telephone:- 01495 763930 Fax:- 01495 756894
 E-mail:- head.pontnewynyddprimary@torfaen.gov.uk
 Acting Headteacher:- Ms L. Green
 AR:- 13 PA:- 13 ENR:- 137 CAP:- 255

Primary Schools (Age range 3/4-11 years)

AN

Pontymoile Primary (21)

33

St. Matthews Road, Cwmfields, Pontypool. NP4 5JZ
 Telephone:- 01495 742108 Fax:- 01495 742126
 E-mail:- head.pontymoileprimary@torfaen.gov.uk
 Headteacher:- To Be Confirmed
 AR:- 11 PA:- 11 ENR:- 109 CAP:- 231

Victoria Primary (22)

33

Lower Harpers Road, Abersychan, Pontypool. NP4 8PW
 Telephone/Fax:- 01495 772637
 Website:- www.victoria.torfaen.sch.uk
 Headteacher:- Ms J. Dando
 AR:- 27 PA:- 27 ENR:- 214 CAP:- 233

★ Woodlands Community Primary (23)

42

Thornhill Road, Upper Cwmbran. NP44 5UA
 Telephone:- 01633 647488 Fax:- 01633 647485
 E-mail:- head.woodlandscommunityprimary@torfaen.gov.uk
 Website:- www.woodlands-cp.torfaen.sch.uk
 Headteacher:- Mrs J. Bates
 AR:- 43 PA:- 43 ENR:- 274 CAP:- 294

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
★ Special Needs Resource Base Attached	★ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
★ Special Needs Resource Base Attached	★ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Welsh Medium Primary Schools (Age range 3/4-11 years) AN

✦ Ysgol Bryn Onnen 24 30

Varteg Road, Varteg, Pontypool. NP4 7RT
 Telephone/Fax:- 01495 772284
 E-mail:- head.ysgolbrynonnen@torfaen.gov.uk
 Website:- www.ysgolbrynonnen.com
 Headteacher:- Mr R. Parry
 AR:- 44 PA:- 30 ENR:- 239 CAP:- 210 AM: 5 AS: 1

✦ Ysgol Gymraeg Cwmbran 25 47

Henllys Way, St. Dials, Cwmbran. NP44 4HB
 Telephone:- 01633 483383 Fax:- 01633 485178
 E-mail:- head.ysgolgybraegcwmbran@torfaen.gov.uk
 Website:- www.ysgolgybraegcwmbran.co.uk
 Headteacher:- Mr E. Jones
 AR:- 58 PA:- 47 ENR:- 346 CAP:- 330 AM: 7 AS: 7

✦ Ysgol Panteg 26 30

Oxford Street, Griffithstown, Pontypool. NP4 5HP
 Telephone: 01495 762581
 E-mail:- head.ysgolpanteg@torfaen.gov.uk
 Acting Headteacher:- Mr R. Harries
 AR:- 43 PA:- 43 ENR:- 98 CAP:- 150*

* As more accommodation is made available as the school grows the capacity and AN will increase.

Voluntary Controlled Primary Schools (Age range 3/4-11 Years) AN

Blaenavon Heritage VC Primary 27 64

Blaenavon Community Campus
 Sarah Hopkins Way, Blaenavon. NP4 9AW
 Telephone:- 01495 766500 Fax:- To Be Confirmed
 E-mail:- bhvcprimaryhead@torfaen.gov.uk
 Headteacher:- Mrs D. Woodward
 AR:- 69 PA:- 69 ENR:- 412 CAP:- 450

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Voluntary Aided Primary Schools (Age range 3/4-11 Years) AN

Henllys Church in Wales Primary (28) 30

Ty-Canol Way, Cwmbran. NP44 6JA
 Telephone:- 01633 877796 Fax:- 01633 875942
 E-mail:- head.henllysciwprimary@torfaen.gov.uk
 Acting Headteacher:- Mrs E. Rowlands
 AR:- 37 PA:- 30 ENR:- 213 CAP:- 212 AM: 7 AS: 0

✦ Our Lady of the Angels RC Primary (29) 29

Victoria Street, Cwmbran. NP44 3JR
 Telephone:- 01633 484673 Fax:- 01633 485813
 E-mail:- head.cwmbranrc@torfaen.gov.uk
 Website:- www.ourladys.torfaen.sch.uk
 Headteacher:- Mrs S. McCool
 AR:- 30 PA:- 30 ENR:- 195 CAP:- 205

Padre Pio Catholic Primary (30) 30

Conway Road, Pontypool. NP4 6HL
 Telephone:- 01495 742074
 E-mail:- head.padrepiorc@torfaen.gov.uk
 Headteacher:- Mr P. Welsh
 AR:- 26 PA:- 26 ENR:- 202 CAP:- 210

Voluntary Aided Primary Schools (Age range 3/4-11 Years) AN

Ponthir Church in Wales Primary (31) 16

School Close, Ponthir. NP18 1GA
 Telephone/Fax:- 01633 421651
 E-mail:- head.ponthirprimary@torfaen.gov.uk
 Website:- www.ponthirchurchschool.co.uk
 Headteacher:- Mrs C. Spooner
 AR:- 14 PA:- 14 ENR:- 99 CAP:- 113

✦ St. David's RC Primary (32) 32

Caldicot Way, Pontnewydd, Cwmbran. NP44 1UF
 Telephone:- 01633 482580 Fax:- 01633 868747
 E-mail:- head.stdavidsprimary@torfaen.gov.uk
 Website:- www.stdavidsrc.torfaen.sch.uk
 Acting Headteacher:- Mr S. McCool
 AR:- 22 PA:- 22 ENR:- 156 CAP:- 226

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
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* Special Needs Resource Base Attached	✦ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Comprehensive Schools (Age range 11-16 Years)

AN

*** Abersychan 33**

Incline Road, Abersychan, Pontypool. NP4 7DF
 Telephone/Fax:- 01495 773068
 E-mail:- head.abersychancomp@torfaen.gov.uk
 Website:- www.abersychan.torfaen.sch.uk
 Headteacher:- Mr M. Conway
 AR:- 165 PA:- 165 ENR:- 921 CAP:- 952

190

West Monmouth 34

Blaendare Road, Pontypool. NP4 5YG
 Telephone:- 01495 762080 Fax:- 01495 762201
 E-mail:- head.westmonmouthschool@torfaen.gov.uk
 Headteacher:- Mr C. Jackson
 AR:- 110 PA:- 110 ENR:- 753 CAP:- 1241

248

Comprehensive Schools (Age range 11-18 years)

Croesyceiliog 35

Woodland Road, Croesyceiliog, Cwmbran. NP44 2YB
 Telephone:- 01633 645900 Fax:- 01633 645901
 E-mail:- head.croesyceiliogcomp@torfaen.gov.uk
 Headteacher:- Mrs S. Logan
 AR:- 272 PA:- 272 ENR:- 1587 CAP:- 1666

275
(Y12 - 145)

*** Fairwater High 36**

Ty Gwyn Way, Fairwater, Cwmbran. NP44 4YZ
 Telephone:- 01633 643950 Fax:- 01633 643951
 E-mail:- head.fairwatercomp@torfaen.gov.uk
 Website:- www.fairwaterhighschool.com
 Headteacher:- Mr D. J. Marshall
 AR:- 81 PA:- 81 ENR:- 775 CAP:- 1312

206
(Y12 - 140)

Comprehensive Schools (Age range 11-18 Years)

AN

*** Llantarnam 37**

Llantarnam Road, Cwmbran. NP44 3XB
 Telephone:- 01633 866711 Fax:- 01633 876652
 E-mail:- head.llantarnamcomp@torfaen.gov.uk
 Website:- www.llantarnamschool.net
 Headteacher:- Mr D. Bright
 AR:- 149 PA:- 149 ENR:- 1235 CAP:- 1475

239
(Y12 - 141)

Ysgol Gyfun Gwynllyw 38

Folly Road, Trevechin, Pontypool. NP4 8JD
 Telephone:- 01495 750405 Fax:- 01495 757414
 E-mail:- head.ysgolgyfungwynllyw@torfaen.gov.uk
 Headteacher:- Mr E. Griffiths
 AR:- 146 PA:- 146 ENR:- 968 CAP:- 1023

167
(Y12 - 94)

Caerleon Comprehensive 39

Cold Bath Road, Caerleon, Newport. NP6 1NF
 Telephone:- 01633 420106
 E-mail:- caerleoncomprehensive@newport.gov.uk
 Headteacher:- Mr T. Pratt
 AR:- 249 PA:- 240 ENR:- 1268 CAP:- 1489 AM: 9 AS: 2
 (Despite being situated in Newport, a cross boundary catchment area exists for this school). Parents are advised to apply directly to Newport City Council in relation to admission to this school.

241
(Y12 - N/A)

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

Voluntary Aided Schools (Age range 11-18 Years)

AN

St Alban's RC High

The Park, Pontypool. NP4 6XG

Telephone:- 01495 765800 Fax:- 01495 765802

E-mail:- enquiries@stalbans-pontypool.org.uk

Headteacher:- Mr M. Coady

AR:- 176 PA:- 176 ENR:- 1061 CAP:- 1017

155

(Y12 - 120)

Publication and Changes

This booklet relates to the admission arrangements for the school year 2012/2013 and although the information is correct at the time of going to print, the County Borough Council reserves the right to make any adjustments where this is necessary to enable it to comply with changes in policy and/or legislation.

Information regarding individual schools, together with a copy of the school's prospectus, can be obtained from the Headteacher. The schools are listed in the Schools' Directory commencing on page 54.

Complaints

Recent regulations introduced under The Education Act 2002 requires the governing bodies of all maintained schools in Wales, including nursery schools, to establish procedures for dealing with complaints from parents, pupils, members of staff, governors, members of the local community and others.

As a result it is possible to obtain full details of a School's Complaints Procedure from the relevant schools listed on pages 54-56. Non school related complaints will continue to be made to the Chief Education Officer.

Further advice and guidance on the complaints procedure can be obtained by contacting Hayley Lewis telephone: 01495 766944.

Details of Chairman of Governors are available from the Governor Support Service on telephone 01495 766951 or from individual schools.

AN Admission Number	AR - Applications Received (Sept. 2012)
PA Places Awarded (Sept. 2012)	ENR Expected Numbers on Roll (Sept. 2012)
* Special Needs Resource Base Attached	+ Nursery Unit Attached
○ Hearing impaired department	CAP School Accommodation Capacity
AM Appeals made	AS Successful Appeals

School Prospectus

Governing bodies of maintained schools must publish a school prospectus for parents and prospective parents. Copies of a school prospectus are available from the schools listed in the School's Directory commencing page 54.

Charging and Remissions Policy

Information regarding a school's charging and remissions policy can be obtained from the Headteacher of the school concerned at the addresses listed in the Schools' Directory, commencing on page 54.

School Inspections

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. Estyn carry out inspections of non maintained educational providers, maintained nursery, primary and secondary schools under Section 10 of the School Inspections Act 1996.

All schools are inspected at least once every six years. These inspections cover all aspects of a school's provision, apart from denominational education and the content of collective worship in those voluntary schools specified in Section 23 of the Act. The function of an inspection is to report on:

- The educational standards achieved in the school
- The quality of education provided by the school
- The quality of leadership in and management of the school, including whether the financial resources made available to the school are managed efficiently and
- The spiritual, moral, social and cultural development of pupils at the school
- If you require a copy of a school's inspection report, these are available directly from the individual schools or available to download from the School Directory area of the website.

Further information regarding school inspections is available from the Estyn website: www.estyn.co.uk

Alternative Tuition

The Alternative Tuition Service provides teaching for children who are unable to access education provided by schools. Qualified teachers with up to date curriculum knowledge teach the children.

The Tuition takes place at various places - libraries, leisure centres, schools and homes throughout the Authority, depending on the needs of the child, and transport will be provided if the distance criteria is met. These needs are assessed professionally, including medically, on a termly basis.

All subjects within the National Curriculum are taught, where practicable, and pupils are entered for the Welsh Joint G.C.S.E., C.O.E. and O.C.N. examinations at the end of year 11. This service is not available for educating pupils excluded on a fixed term basis. Before tuition takes place a risk assessment is undertaken to evaluate a safe working environment for the learners and members of the teaching staff. All students in receipt of alternative tuition are monitored regularly during the educational year.

The service is supported by the Educational Psychology Service and the Education Welfare Service, together with officers from the Inclusion Service. The aim is to provide a short term service and return every child to mainstream school.

Torfaen Pupil Referral Unit (PRU)

The PRU is maintained by the Local Authority and provides education outside the school setting for pupils who might not otherwise receive a suitable and appropriate education.

The PRU works closely in partnership with all Torfaen Primary and Secondary schools. Currently, the PRU has three sited bases at Ty Glyn, The Nook and New Inn and also has a team of Outreach workers who work mainly within schools. The Tuition Service supports pupils with medical needs who are unable to access their usual mainstream provision.

The PRU works with mainstream schools via a Problem Solving Forum (PSF), both Primary and Secondary, where pupils who are having difficulties in schools are discussed with an aim to find a way forward for them. The PSF is also the vehicle through which some pupils become involved with the PRU. One key aim of the PRU is to work with schools and other partners with an end to reinclude pupils in a mainstream setting wherever possible. Whether pupils attend the PRU full time or are supported in partnership through joint provision, pupils stay on their school register. Pupil's progress is reviewed, with partners and the pupil's themselves, half termly to map progress and plan a return to school and/or consider the best options for the pupil. If reinclusion in a mainstream school is not the best idea alternatives are considered including college, vocational training, work experience or PRU, or a combination of any of these.

Pupils attending the PRU are supported by dedicated teams of staff. The SEAL programme (Social Emotional Aspects of Learning) has been adopted and this underpins planning, teaching and evaluation of the curriculum. Much focus is placed in Literacy and Numeracy and, alongside the SEAL programme, all pupils have access to the full subject areas of the National Curriculum, Basic Skills and Key/Essential Skills, 14-19 Pathways, Careers and the world of work. Core subjects of English, Mathematics and Science are taught discretely. Pupils have access to a wide range of off-site educational, sport and adventure based provision and activity.

Pupils are required to attend the PRU in exactly the same way as required in mainstream schools. The Education Welfare Officer works closely with the PRU in monitoring, recording attendance, and supporting pupils and their families to meet statutory requirements.

Appetite for Life

Our 'Appetite for Life Policy' is there to ensure your child gets good, nutritious food while at school.

Milk and Meals

Milk - Provided free of charge to all nursery and Key Stage 1 aged children.

Meals - A main meal is provided in all primary and secondary schools. Current prices, subject to review (for September 2012), are:-

Infants £1.80

Juniors £1.90

Each comprehensive school has its own pricing structure. In all comprehensive schools there is also a buttery bar service. The charge for the main meal can be wholly remitted in certain cases.

Free School Meals

The Social Security Act 1986 means that the Council is permitted to provide free meals to pupils at school only when the family receive:- Income Support, Income Based Job Seekers Allowance, income related employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Guaranteed Element of State Pension Credit or who qualify under regulations governing Child Tax Credit. This also applies to pupils at special day schools.

Application forms are available from Headteachers, Education Welfare Officers or The Catering Team, Croesceiliog CEC, The Highway, Croesceiliog. NP44 2HF. Telephone:- 01633 647715.

School Clothing Grant

A clothing grant is issued automatically to all Year 7 pupils who are entitled to free school meals at the beginning of an academic year. The grant is currently £105.00 (Subject to review). Should you require further information, please contact 01495 766952. Please be aware no other clothing grants are available.

With regards to school uniform please refer to the school prospectus for individual policies (see page 68).

School and College Transport (other than for ALN)

General criteria for provision of free transport:

- Free transport is generally restricted to pupils who attend their catchment area schools and who live the necessary distance from the school
- Under 8 years of age - Free transport will be provided if a pupil lives more than 1½ miles from the catchment school (statutory limit 2 miles)
- 8-16 years of age - Free transport will be provided if a pupil lives more than 2 miles from the catchment school (statutory limit 3 miles). Where the Authority is unable to offer a child a place in their catchment area school, free transport will be provided to the **nearest school** with an available place in accordance with distance criteria mentioned above
- 16-18 years of age - Parents should be aware that there is no legal requirement to provide transport for post 16 pupils/students. However free transport will be provided if a student lives more than 2 miles from the college campus or catchment school to be attended if their parents/carers (or students themselves) are in receipt of Income Support/Income Based Jobseekers Allowance or who qualify under regulations governing Child Tax Credit. Students with ALN requiring specialist transport may also receive free transport. Those 16-18 students who live the required distance but whose parents (or themselves) are not in receipt of the above benefits will be provided with an annual grant of £146 (subject to review for September 2013) towards the cost of transport.

With regard to Voluntary Aided Schools, free transport is available to the nearest 'church' school in accordance with the distance criteria mentioned above and in accordance with the criteria that a child's parents and/or their child adheres to the denominational faith of the school in question. i.e., a parent and/or their child must be baptised and where possible, a practising Roman Catholic or Anglican or a member of the relevant church. The Education Service will consult with individual VA Schools to confirm the admission criteria under which a pupil was admitted in order to confirm entitlement.

The Education Service however reserves the right to ask parents to submit any relevant documentation which may be required in order to determine entitlement. Free transport would, however, also be provided if the 'church' school in question was the nearest educational establishment to a pupil's home address and met the general criteria for free transport mentioned above.

Distances are measured by the shortest walking route using a Digital Information Mapping System between home (from most appropriate entrance) and school. Transport for primary age pupils is primarily provided by the use of contracted vehicles through contracts arranged with local transport operators.

Transport for secondary age is primarily provided through the issue of season tickets for pupils to utilise local bus services (legal standing capacity may be utilised). It will not be possible to arrange the routes of vehicles to pass close to the homes of all pupils and therefore, it will however be necessary for parents to make arrangements for them to reach the nearest 'pick-up' point of the vehicle. Every effort is made however to keep this distance as short as possible and it should not exceed 1 mile under normal circumstances.

Nearest School - Free transport would also be provided if the relevant school was the nearest educational establishment to a pupil's home address and met the general criteria for free transport indicated on page 72.

Safe Walking Routes - Free transport may also be provided where the Authority is satisfied that the route between home and school is sufficiently dangerous to warrant such provision, even though the distance is under those quoted above. As part of its assessment the Authority would have regard to whether or not the degree of danger involved is such that escorting parents themselves are at risk from the particular traffic situation.

Further details on the Authority's criteria for assessing safe walking routes to schools can be obtained by contacting 01495 766919 / 766918.

Spare Seats - Pupils may be allowed to occupy spare seats on school buses as a temporary concession even though they do not satisfy the criteria referred to above. No charges are currently imposed by the Authority for providing transport in such cases. **Concessions may have to be withdrawn at short notice.**

Moving Home - Pupils attending secondary school who move home to an address outside the catchment area of the school attended will not normally continue to be provided with free transport to that school if the move takes place during the first or second year of education at that school even if the distance criteria mentioned above are met. Applications for pupils moving home in the third or subsequent year of attendance will be considered only if transport can be provided by using existing services.

Behaviour on Buses - Pupils whose behaviour during the journey to and from school is not of an acceptable standard may have the agreed travelling arrangements withdrawn.

For further information on entitlement telephone:- Kath Worwood, Forward Planning & Performance on 01495 766915 or e-mail:- kath.worwood@torfaen.gov.uk

Transport policy

A copy of the Authority's Transport Policy is available from the Education Service. Contact 01495 766919 or alternatively our policies are also available via the Authority's website, www.torfaen.gov.uk

The Authority is also reviewing its schools transport policies and procedures and the above mentioned arrangements may therefore be subject to change for the academic year 2013/2014.

Child employment

Torfaen County Borough Council Byelaws on the Employment of Children regulate the types of occupation and the number of hours for which children under school leaving age may be employed. Employers are obliged to notify Local Authorities of their child employees (Byelaws 9). The role of Education Welfare Officers is to monitor the employment of children to ensure that they are safely and legally employed and that their employment is not having an adverse effect on their health and education. Details of the hours that children are able to work both during term dates and school holidays are available from the Education Welfare Officers listed on pages 44-45. For further information on child employment or support regarding school attendance, please contact your child's school or telephone: Vicky Clode, Senior Education Welfare Officer, telephone:- 01633 647373.

Family holidays during term time

Torfaen County Borough Council's approach is to no longer approve pupils taking holidays during term time except for exceptional circumstances at the discretion of the Headteacher. Where a school does not grant leave of absence and the pupil still goes on holiday, such absence will be recorded as unauthorised.

Public examinations

Public examinations are those that are available to students who follow programmes of study from external awarding bodies such as WJEC, EDEXCEL, OCR and AQA. Schools organise and administer examination entries for pupils and parents are provided with either a paper or electronic copy of their child's timetable to assist in the organisation of revision and ensure pupils attend at the correct time.

Further Education

Choice of college will be agreed provided it does not lead to additional use of resources. Where the course required is available at the nearest appropriate school and a preference to attend elsewhere is agreed, it will be on the understanding that no transport is provided. At present financial support for students undertaking courses of Further Education is subject to review. For further information contact 01495 766921.

Student Grants and Loans

Higher Education Students

Local Authorities in partnership with the Welsh Government and the Student Loans Company are responsible for the administration of Higher Education Student Finance for students who normally live in Wales, and will be attending University or other HE institutions in the UK. The partnership is known as Student Finance Wales. Students can apply online or download an application form by visiting www.studentfinancewales.co.uk

The Student Support Team at Torfaen is responsible for assessing the eligibility and entitlement of students normally resident in Torfaen attending Full and Part Time Higher Education Courses at Colleges and Universities throughout the United Kingdom. For further information please contact one of the team by telephone or email:-

Tel: 01495 766928 / 762210 / 766930

E-mail: student.support@torfaen.gov.uk

Student Support Team
Education Service
Torfaen County Borough Council
Civic Centre
Pontypool
Torfaen
NP4 6YB

Education Maintenance Allowance (EMA)

If you are aged 16 to 18 years old, you may be eligible for an Education Maintenance Allowance (EMA). You can pick up an application pack from your school or college, download one from www.studentfinancewales.co.uk or request one from the EMA Customer Services Team on 0845 602 8845.

Assembly Learning Grant – Further Education (ALG FE)

Students aged 19 and over at the start of the academic year may be eligible for an Assembly Learning Grant (ALG) if undertaking a course of Further Education. You can pick up an application pack from your college, download one from www.studentfinancewales.co.uk or request one from the ALG FE Customer Services Team on 0845 602 8845.

